



In God We Trust

JCTM COVID-19 Restore/Repay/Heal (R2H) Response

Nomination Form

In honor of JCTM's culture of family and R2H, because at JCTM "In God We Trust," and because we care for each other, use this form to nominate a JCTM family member/relative to receive a pre-paid VISA gift card for the purposes of legitimate financial need for help during the COVID-19 pandemic. Ideally, the person(s) nominated will have an immediate need for help in meeting short-term financial obligations for which the gift will assist. There is no limit to the number of approved family members each JCTM employee may nominate. Please see General Limits to Nominees below.

General Limits to Nominees: Nominees are limited to emancipated children and grandchildren of JCTM employees, parents of JCTM employees (including stepparents and in-laws), siblings of JCTM employees, and to the emancipated children of the siblings of JCTM employees (e.g., nieces and nephews). Exceptions to these family member limitations will be considered on a case-by-case basis.

Please Note: Federal and State employees shall not be nominated (because of a possible, actual, or perceived conflict of interest).

JCTM employee name:

Nominee's full name & relationship to JCTM employee:

Mailing address of family member (please confirm correct mailing address):

Reason and/or extenuating circumstances for nomination:

(please include number of family members in household)

R2H panel of the HR and Finance Department Heads and the Chairman of JCTM's Honorary Advisory Committee will evaluate each nomination on its stated merits and recommend approval (or disapproval). A greeting card (along with the VISA gift card) will be mailed to the approved nominee(s) on behalf of the JCTM employee who made the nomination or on behalf of JCTM LLC, the choice being selected by the person making the nomination.

This effort will continue until the JCTM allocated R2H Response funds have been exhausted.

***Please confirm the mailing address of the family member being nominated to ensure that the person for whom the gift is intended actually receives the gift.**

E-Mail questions and completed forms to HR at akennedy@jctm.us